



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Administrative Analyst 1 [Classified Competitive]			Salary R29 \$74,251.79 - \$105,891.38
Posting Number 41-15	Position Number 952444	Number of Positions 1	Posting Period * From: 3/26/15 To: 4/09/15
Location: Management and Administration Office of Vital Statistics and Registry H&A Building, 5th Floor			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Under the direction of a supervisory official in the Office of Vital Statistics and Registry, the Modifications and Corrections Manager will lead all vital event amendment functions including modifications, adoptions, legal name changes, dual citizenship applications, and other Court ordered vital records amendment functions. The position has responsibility for implementing procedures that facilitate the timely completion of record modification requests, and managing and maintaining the confidentiality of records related to adoptions that occur state wide. Conduct supervision of staff – develop work plans, establish performance metrics, monitor output, and apply continuous quality improvement methods to ensure unit objectives are met in the most efficient manner. Provide assignment and instruction to staff. Plan, monitor, appraise and review staff contributions. Contribute to the development and implementation of organizational strategies, policies and practices. Continuously improve upon and implement procedures for processing amendments. Contributes to the planning/installation of administrative improvements including work systems, organizational changes, and program procedures. Adhere to and educate subordinates about current laws, policies and procedures governing amendment activities. Manage process for registering adoptions. Review court orders to determine compliance with current state law and consult with other governmental agencies to validate. Collaborate with federal, state, county and municipal agencies to process amendments in accordance with statutory requirements. Supervise and personally review Unit activities. Evaluate policy administration, set and monitor achievement of Unit objectives; ensures efficiency and effectiveness of overall practices. Plan continuous quality improvement projects and supervise development of solutions to problem areas; identifies and works toward elimination of unnecessary and/or wasteful administrative practices/positions to determine where program and/or administrative duplications may exist. Contributes to the analysis of administrative and budget implications of specific legislation.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. EXPERIENCE: Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency. NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Chevron Griffin, Executive Assistant 3 Management and Administration Reference Posting #41-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**